APPENDICES A-D

Appendix A - General Message Preparation/Interpretation Rules.

Appendix B - Imagery Analysis Mesages.

Appendix C - Entry Lists.

Appendix D - World Time Zones.

The above listed publication extracts are extracts from DA Pam 25-7. At the time this subcourse was written, these were the most current publications. In your own work situations, always refer to the latest publication.

NOTE: Appendix A consists of Chapter 2 in its entirety, use the page numbers which are keyed to Chapter 2.

CHAPTER 2
GENERAL MESSAGE PREPARATION/INTERPRETATION RULES
TABLE OF CONTENTS

2-2   2-2

107   IT 0667

SECTION I. GENERAL INFORMATION

2-1 SCOPE.

This chapter contains the general rules you need to write (or read) all JINTACCS messages. These rules show you how to put information in the different kinds of fields and sets. The final section of this chapter is a quick reference list that summarizes the rules. Section VIII gives the rules for voice messages.

SECTION II. ALLOWABLE CHARACTERS/SPECIAL SYMBOLS

2-2 GENERAL

You are used to writing messages (or other documents) in the English language. You write these messages using sentences made up of English language words. JINTACCS messages are very similar. You write JINTACCS messages using sets (sentences) made up of fields (words). This section explains the characters and special symbols you can use to write fields and sets in JINTACCS messages.

2-3 ALLOWABLE CHARACTERS

These are the characters you can use to write JINTACCS messages:

- Alphabetic Characters

  A-Z   All letters of the alphabet (always use capital letters)
- Numeric Characters

  0-9   All numerals
- Blank Spaces
- Special Characters

  .   Period or decimal point

  ,   Comma

  :   Colon

  ()   Parentheses

  ?   Question Mark

  -   Hyphen, dash, minus sign. This character often has a special meaning as a "no-data-sign". (See Par 2-4)

  /   Slant character. This character usually has a special meaning. In linear and columnar sets you can only use it as a field marker (see para 2-4 below). In free text sets you can use it any time you wish as long as you don't put two in a row (//) until you are ready to end the set. (See para 2-4)

In some fields you can only use certain types of characters. (For example: in some fields you can only use numbers, in other fields you can't use blank spaces, etc.). Chapter 3, paragraph 3-2 shows you how to tell what types of characters are allowed in each field.

In JINTACCS messages you can only use the characters listed above. The list includes most English language characters, but some are left out. Some of the more common characters you CANNOT USE IN JINTACCS are:

!	Exclamation point	$	Dollar sign
;	Semicolon	¢	Cent sign
'	Apostrophe	&	And sign
"	Quotation or ditto marks	*	Asterisk
@	At sign	°	Degree sign
#	Number or pound sign	+	Plus sign
%	Percent sign	=	Equals sign

Be careful not to use the above characters in JINTACCS messages. Be especially careful when you write free text sets - that's the easiest place for them to sneak in.

2-4 SPECIAL SYMBOLS.

You must also know some special symbols to work with JINTACCS messages. They are explained below and shown in Figure 2-4.

- FIELD MARKER. A single slant (/) shows where a field starts. It goes before the field and must be on the same line. It takes up one character space. Field markers help computers read the messages.
  When a computer sees a field marker it knows the next field is starting.

  In linear and columnar sets you can only use the / character as a field marker. Be extra careful when writing things like equipment model numbers. Many have slants in them you'll have to watch out for. (Example: you may have to write RADIO SET AN-VRC-46 instead of RADIO SET AN/VRC-46). The directions and examples in Chapter 3 will show you how. In free text sets you can use the / character any time you wish, but don't put two in a row (//) until you are ready to end the set.

● END OF SET MARKER. A double slant (//) shows where a set ends. It takes up two character spaces. The // is like the period at the end of a sentence. <u>Both slants must be on the same line</u>. If a set ends on the last or next to last space in a line put the // at the beginning of the next line down. You cannot use the // for anything else, only for an end of set marker.

● *NO DATA SIGN.* *The no data sign is a hyphen (-). Use it when you have to make an entry in a set or field but you don't have the information to put in. For example:*

  - *You must put entries in mandatory sets.*
  - *You must put entries in mandatory fields if you use the set they belong to.*
  - *You must put entries in conditional/optional fields if another field further along in the set has an entry.*

The no data sign can help you in the above cases when you don't have information to put in. (Put in a no data sign instead.) <u>But be careful</u>. <u>Some</u> fields use the entry <u>UNK</u> (for unknown) when you don't have information. (The Chapter 3 directions tell you which ones.) You must use UNK in these fields instead of the no data sign.
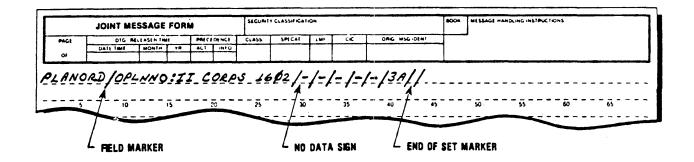

Figure 2-4. SPECIAL SYMBOLS

SECTION III. SET/FIELD USAGE CATEGORIES

2-5 SET/FIELD USAGE CATEGORIES.

All sets and fields have usage categories. These categories tell you if you must use the set/field in a message. They tell you if you can use it more than once and if there is more than one type of entry for it. The Chapter 3 annex for each message gives you the category for each set and field in the message.

- MANDATORY SETS. You must <u>always</u> use mandatory sets. When you don't have information to put in you can use the no data sign (-) to meet this rule. (Note: in some cases you must use "UNK" instead of a no data sign. See para 2-4 above.)

- MANDATORY FIELDS. You must <u>always</u> fill in mandatory fields <u>if</u> you use the set they belong to. If you don't have information to put in a mandatory field you can enter a no data sign (-) to meet this rule. (Note: in some cases you must use "UNK" instead of a no data sign. See para 2-4 above.)

- CONDITIONAL SETS. You must use conditional sets when certain conditions are met. The Chapter 3 message instructions tell you the conditions for each set.

- CONDITIONAL FIELDS. If you use a set that has conditional fields you must fill them in when certain conditions are met. The Chapter 3 message instructions tell you the conditions for each field. If you don't have information for the field you can:
  - leave the field out when it is at the end of the set
  - use the no data sign (-) if it is followed by other fields that have entries. (Note: in some cases you must use "UNK" instead of a no data sign. See para 2-4 above.)
  - The rules for linear sets (Section IV) and the rules for columnar sets (Section V) give more details on this.

- OPTIONAL SETS. If you have any of the information that goes in an optional set, you must include the set in your message. If you do not have any information that goes in an optional set, leave the set out of your message.

- OPTIONAL FIELDS. If you use a set that has optional fields you must fill them in if you have information for them. If you do not have information for an optional field you can:
  - leave the field out if it is at the end of the set.
  - use the no data sign (-) if it is followed by other fields that have entries. (Note: In some cases you must use "UNK" instead of a no data sign. See para 2-4 above.)
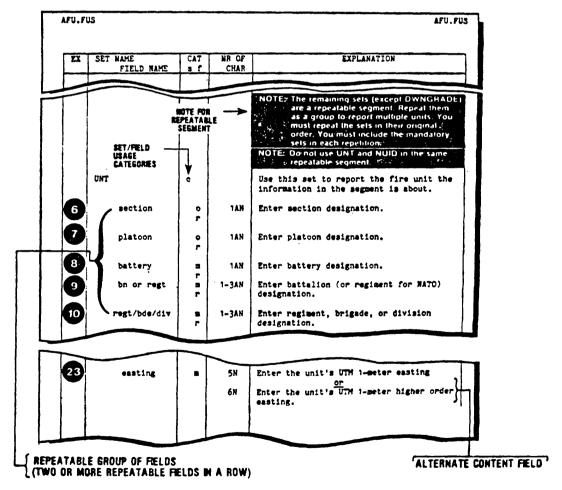
  The rules for linear sets (Section IV) and the rules for columnar sets (Section V) give more details on this.

- REPEATABLE SETS. You can repeat some sets as often as needed to complete the meaning of your message. All repetitions of a repeatable set must come one right after the other.

- REPEATABLE SEGMENTS. A repeatable segment is a group of two or more sets that can be repeated as a group. When you repeat a segment you must repeat the sets in their original order. You don't have to repeat all the sets in the segment. (But remember, you must use mandatory sets.)

- REPEATABLE FIELDS. You can repeat some fields as often as you need to complete the meaning of a set. All repetitions of a repeatable field must come one right after the other. Repeatable fields are usually at the end of a set. (Note: Some sets have more than one repeatable field. This is a repeatable group of fields and is explained below.)

- REPEATABLE GROUPS OF FIELDS. Some sets have two or more repeatable fields right next to each other. This is a repeatable group of fields. You may repeat the group of fields as often as needed to complete the meaning of the set. When you do this you must:
  - Repeat the fields in their original order.
  - Repeat all fields in the group. (You may have to use the no data sign or "UNK" to do this.) The rules for linear sets (Section IV) give more details on this.

- ALTERNATE CONTENT FIELDS. You have a choice of information to put in these fields. For example, you can often report location as UTM grid coordinates, by latitude and longitude, or place name (city, town, terrain feature, etc.). These three different ways to report location are called alternate contents.

2-6 DESIGNATION OF USAGE CATEGORIES.

The Chapter 3 annex for each message gives you the usage category for each set and field in the message. Figure 2-6 and the information below show how to find this information in Chapter 3:

- Look at the letters in the column labeled "CAT" (category):

  m   means mandatory

  c   means conditional

  o   means optional

  r   means repeatable (This is added to one of the others. For example, "mr" means mandatory and repeatable.)

- Two or more repeatable fields in a row means you have a repeatable group of fields.

- There is a note in the "EXPLANATION" column for repeatable segments. It tells you which sets are in the segment.

- When there is an alternate content field the "EXPLANATION" column lists the different kinds of information you can put in the field.

Figure 2-6. DESIGNATION OF USAGE CATEGORIES

SECTION IV. RULES FOR LINEAR SETS

2-7 GENERAL

Figure 2-7 is an example of a linear set. The fields in a linear set go in a line from left to right just like the words in a sentence. Notice that a linear set:

- Starts with the set name at the left margin.
- Has a series of fields running from left to right. Each field <u>starts</u> with a field marker (/).
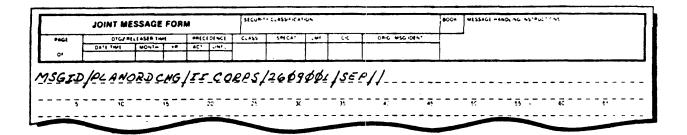- Ends with an end of set marker (//).

Figure 2-7. LINEAR SET

2-8 BASIC STEPS FOR WRITING LINEAR SETS

First you must decide whether or not to write the set. (The Chapter 3 directions tell you if a set is mandatory, conditional, or optional.) Once you decide to write a set, use the following basic steps as a guide:

- Write in the set name starting at the left margin.
- Follow the Chapter 3 directions to fill in the fields that make up the set.
- Make sure to start each field with a field marker (/).
- Put an end of set marker (//) right after the last character in the set. (Exception: see para 2-9 below.)
- Start the next set on the next line down.

2-9

2-9 CONTINUATION LINES

JINTACCS messages have a maximum of 69 characters on each line. (The blank form has 69 spaces on each line to help you with this.) A linear set, however, can be longer than 69 characters. If it is, just continue it on the next line, but:

- Don't split a field between lines. (Start the second line with a field marker and the next field in the set.)
- Don't split the end of set marker between lines. (If the set ends in space 68 or 69 put both slants on the next line.)
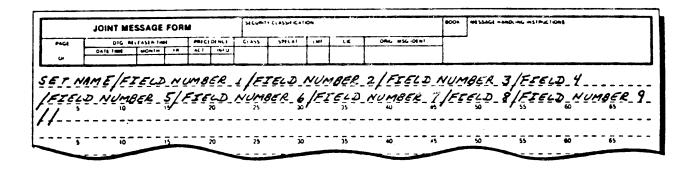

Figure 2-9. LINEAR SET CONTINUATION LINES

2-10 WHAT FIELDS TO FILL IN

Once you decide to write a set you must decide which fields to fill in. (The Chapter 3 directions tell you which fields are mandatory, conditional, or optional.) You must fill in:

- All mandatory fields.
- Conditional fields if the condition stated in the Chapter 3 directions is met.
- Optional fields if you have information for them.
- Conditional and optional fields if you fill in another field further down the line.

You can meet these rules with a no data sign (-) when you don't have information for a field. (Note: In some cases you must use "UNK" instead of a no data sign. See para 2-4 above.)

You can leave out conditional and optional fields that come at the end of a set when you don't have information for them. Just put the end of set marker (//) after the last field you fill in.
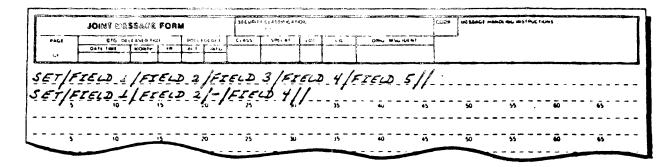
Figure 2-10. WHAT FIELDS TO FILL IN

2-11 HOW TO FILL IN A FIELD

The Chapter 3 directions give details on how to fill in each field. Follow these directions carefully. Here are the basic rules for filling in fields:

- Start each field with a field marker (/).

- Look at the Chapter 3 directions to see if they show the field name in capital letters. If so you must write in the field name and put a colon (:) right after it. EXCEPTION - Leave out the field name and colon when you use a no data sign (-) in this kind of field.

- If the Chapter 3 directions show the field name in small letters do not write it in as part of your message.

- Next write in the information called for by the Chapter 3 directions. Follow them carefully. Use only the number of spaces and types of characters the directions allow for each field. EXCEPTION - when you use a no data sign (-) only use one space in the field. When counting spaces in a field do not count:

  - field markers

  - field names and colons.

- Sometimes you are allowed to put blank spaces in a field and sometimes not. The examples and directions in Chapter 3 will show you when.
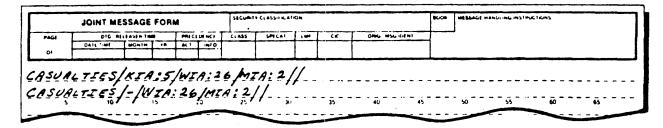

Figure 2-11. HOW TO FILL IN A FIELD

2-12 REPEATABLE FIELDS

You can repeat some fields as often as you need to complete the meaning of a set. The Chapter 3 directions show you which fields are repeatable. This feature can be very useful. Suppose, for example, you want to report the boundary of a minefield. You will find that the field for map coordinates is repeatable. This means you can keep writing map coordinate fields one right after the other until you completely outline the minefield. When you use a repeatable field you must:

- Put all the repetitions one right after the other.
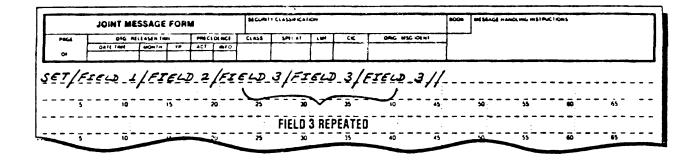- Remember to start each field with a field marker (/).

Figure 2-12. REPEATABLE FIELDS

2-13 REPEATABLE GROUPS OF FIELDS

Some sets have two or more repeatable fields right next to each other. This is called a repeatable group of fields. You can repeat the group of fields as often as you need to complete the meaning of the set. When you do this you must:

- Repeat the fields in their original order.
- Use all the fields every time you repeat the group. (You may have to fill in some of the fields with a no data sign (-) or UNK to do this.) EXCEPTION - the last time you repeat a group you don't have to fill in the last fields unless they are mandatory.
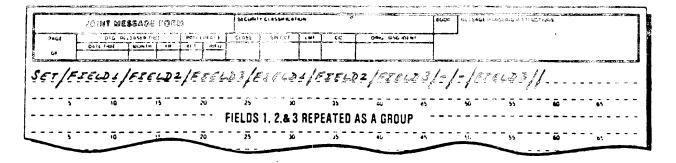
Figure 2-13. REPEATABLE GROUPS OF FIELDS

2-14 REPEATABLE SETS

You can repeat some sets as often as you need to complete the meaning of your message. The Chapter 3 directions show you which sets are repeatable. All repetitions of a repeatable set must come one right after the other. When you finish one repetition of a set just drop down to the next line and begin the next repetition with the set name at the left margin.

Figure 2-14. REPEATABLE SETS

2-13   2-13

2-15 REPEATABLE SEGMENTS

A repeatable segment is a group of two or more sets that can be repeated together as a group. The Chapter 3 directions show you which sets make up repeatable segments. When you repeat a segment you must repeat the sets in their original order. You don't have to repeat all the sets in the segment. (But you must repeat the mandatory sets.)

A repeatable set can be part of a repeatable segment. In this case use the rules in paragraph 2-14 when you get to the repeatable set.

Sometimes one repeatable segment is part of another repeatable segment. These are called nested segments. The rules for nested segments are the same as for regular repeatable segments.

Figure 2-15.1 REPEATABLE SEGMENT

(Shows Sets A, B, and C as a repeatable segment)

Figure 2-15.2 REPEATABLE SEGMENT WITH A REPEATABLE SET

(Shows Sets A, B, and C as a repeatable segment and
Set B as a repeatable set)

Figure 2-15.3 NESTED SEGMENT

(Shows Sets A, B, and C as a repeatable segment and
Sets B and C as a nested segment)

2-15

SECTION V. RULES FOR COLUMNAR SETS

2-16 GENERAL

Figure 2-16 is an example of a columnar set. The information in the set is arranged in columns (like columns of numbers in a table). Each column is like a field in a linear set. It contains one piece of information about the set. Notice that:

- The set name is on the first line of the set at the left margin.

- The set name starts with a number. (This is one way to recognize columnar sets. Only columnar set names start with a number.)

- The column headers are on the second line of the set. They tell you what kind of information is in each column.

- Each column header has a field marker in front of it.

- The next group of lines contains the information that goes in the set. The information in these lines is spaced so that it falls under the column headers. You can put in as many of these information lines as you need.

- The field markers (/) on the information lines line up right under the field markers in the header line.

- An end of set marker (//) goes on the last line only.

Figure 2-16. COLUMNAR SET

2-17 BASIC STEPS FOR WRITING COLUMNAR SETS

First you must decide whether or not to write the set. (The Chapter 3 directions tell you if a set is mandatory, conditional, or optional.) Once you decide to write a set, use the following basic steps as a guide:

- Write in the set name starting at the left margin.

- Go down to the next line and write in the column headers. You must always write in all the column headers for the set, even if you don't have information for some of the columns. Take special care to:
  - Put a field marker (/) in front of each column header.
  - Write each column header in the exact spaces shown in the Chapter 3 directions. (This helps computers read your message.)
- Write in as many information lines as you need. There is no limit. Make sure the field markers (/) line up under the field markers in the header line.
- Put an end of set marker after the last entry on the last line.

2-18 WHAT FIELDS TO FILL IN

Once you decide to write a set you must decide which fields to fill in. (The Chapter 3 directions tell you which fields are mandatory, conditional, or optional.) On every information line you write you must fill in:

- All mandatory fields.
- Conditional fields if the condition stated in the Chapter 3 directions is met.
- Optional fields if you have information for them.
- All conditional and optional fields if you fill in another field further on down in the same information line.

You can meet these rules with a no data sign (-) when you don't have information for a field. (Note: In some cases you must use "UNK" instead of a no data sign. See para 2-4 above.)

You can leave out conditional and optional fields that come at the end of each information line. For the last line put the end of set marker (//) right after the last entry you make. (But don't split it between lines. See para 2-19 below.)

Figure 2-18. WHAT FIELDS TO FILL IN

2-19 HOW TO FILL IN INFORMATION LINES

After you write in the column headers you are ready to fill in the fields in the information lines. The Chapter 3 directions give details on how to fill in each field. Follow them carefully. Here are the basic rules for filling in information lines:

- Start each field with a field marker.

- For each field write in the information called for by the Chapter 3 directions. When you do this be careful to:

  - Follow the directions exactly.

  - Only use the number of spaces the directions allow for each field.

  - Only use the type of characters the directions allow for each field.

  - Put the information in the correct spaces for the column. (The Chapter 3 examples show which spaces on the blank form belong to each column.)

  - Justify (line up) your entries on either the right or left side of the column. (Figure 2-19 shows an example of justification.) The directions for each field tell you whether to justify your entries on the right or left side. This includes no data signs (-). (Usually numeric entries are right justified and alphabetic entries are left justified.)

- Put the end of set marker (//) right after the last entry you put on the last line. EXCEPTION - don't split the end of set marker between lines. If your last entry is in space 68 or 69 put the end of set marker at the left margin on the next line down.

Figure 2-19. FILLING IN INFORMATION LINES

2-20 RELATED COLUMNAR SETS.

Many times the information in two or more columnar sets is about the same subject (related). The directions in Chapter 3 tell you which sets are related. Usually related columnar sets start with the column header "DE". The "DE" column lets you assign line numbers to the information lines. Here's an example of how you can use the line numbers to relate columar sets:

- The example in Figure 2-20 has two columnar sets (5MFLD & 5TIME).

- The information in line 01 of both sets is about one minefield.

- The information in line 03 of both sets is about another minefield.

- Notice that there are no entries for line 02 in set 5MFLD. This means that for minefield 02 we don't have any of the information that goes in set 5MFLD. (When reporting an enemy minefield, for example, we might not know this information.)

- You can use the same number more than once in a set. Notice that set 5MFLD has two lines that start with "/03". This is because minefield 03 has two types of mines.

Figure 2-20. RELATED COLUMNAR SETS

There are other ways to relate columnar sets.

- Sometimes several columnar sets will contain a common piece of information. In air operations messages, for example, several sets contain mission numbers. In cases like this you can use the "mission numbers" to relate sets.

- You can also use a free text set to relate sets. Section VI of this chapter covers free text sets.

SECTION VI. RULES FOR FREE TEXT SETS

2-21 GENERAL.

Use free text sets when you need to report information that doesn't fit in the other types of sets or to add details. You can use free text sets to give the classification or releasability of different parts of the message. You can use them to highlight information that is perishable or requires the Commander's immediate attention. You can put your entries in any form (but no more than 69 characters on a line). You can use lines, columns, sentences, paragraphs, or phrases. You can put in any kind of entry you want. You can use any of the allowable characters shown in para 2-3, but you can only put the end of set marker (//) at the end of the set. There are four types of free text sets (Amplification, Narrative, Remarks and General Text). Paragraph 2-23 explains each one.

2-22 PLACEMENT.

Sometimes the Chapter 3 directions will tell you where to put a free text set, but you can put them in other places too. In general you can add free text sets (except the Remarks or General Text sets) any place you need them (except in the middle of another set or after the DECL SET). There are some rules about where you can put the different types of free text sets. Paragraph 2-23 explains each one.

2-23 TYPES OF FREE TEXT SETS/HOW TO WRITE THEM

Figure 2-23 shows an example of each type of free text set. Follow the directions below to write them.

- AMPLIFICATION. If a free text set only talks about one other set it is called amplification. Place it right after the set it talks about.
  - Write the set name AMPN at the left margin.
  - Put in a field marker (/) and write in the information you want to put in the set.
  - Put the end of set marker (//) at the end of your free text.
- NARRATIVE. If a free text set talks about two or more sets it is called narrative. Place it right after the last set it talks about.
  - Write the set name NARR at the left margin.
  - Put in a field marker (/) and write in the information you want to put in the set. Also, if it is not obvious, write in which sets the NARR set talks about.
  - Put the end of set marker at the end of your free text.

- REMARKS. If a free-text set talks about the whole message it is called remarks. Place this set at the end of the message just before the declassification (DECL) set.
  - Write the set name RMKS at the left margin.
  - Put in a field marker (/) and write in the information you want to put in the set.
  - Put the end of set marker at the end of your free text.
- GENERAL TEXT. This set is really like a combination linear and free text set. You can only use it when the Chapter 3 instructions call for it.
  - Write the set name GENTEXT at the left margin.
  - Put in a field marker (/) and enter the set title given in the Chapter 3 directions.
  - Put in a field marker (/) and write in the information you want to put in the set in free text form.
  - Put an end of set marker at the end of your free text.

JOINT MESSAGE FORM			SECURITY CLASSIFICATION					BOOK	MESSAGE HANDLING INSTRUCTIONS	
PAGE	DTG/RELEASE TIME		PRECEDENCE	CLASS	SPECAT	LMF		ORIG MSG IDENT		
	DATE TIME	MONTH	YR	ACT	INFO						

GENTEXT/RULES/THIS IS A GENTEXT SET. THE FIRST FIELD HAS THE SUBJECT.
USE GENTEXT SETS ONLY WHEN CHAPTER 3 INSTRUCTIONS ALLOW.//
SET1/FIELD 1/FIELD 2//
AMPN/THIS IS AN AMPLIFICATION SET. IT GIVES ADDITIONAL INFORMATION
ABOUT SET 1, SO IT GOES RIGHT AFTER SET 1//
SET2/FIELD 1/FIELD 2//
SET3/FIELD 1/FIELD 2//
NARR/THIS IS A NARRATIVE SET. IT GIVES ADDITIONAL INFORMATION ABOUT
SETS 2 AND 3, SO IT GOES RIGHT AFTER SET 3//
RMKS/THIS IS A REMARKS SET. IT GIVES ADDITIONAL INFORMATION ABOUT THE
MESSAGE AS A WHOLE, SO IT GOES AT THE END OF THE MESSAGE. ONLY THE
DECL SET CAN COME AFTER THE RMKS SET//
DECL/OADR//

Figure 2-23. FREE TEXT SETS

2-21   2-21

2-24 REPEATABILITY

Free text sets are never repeatable. This means:

- You can't put two amplification sets (AMPN) in a row.

- You can't put two narrative sets (NARR) in a row. (You can put a NARR set right after an AMPN set but you cannot put an AMPN set right after a NARR set.)

- You can only have one remarks set (RMKS) in a message. (Put it at the end just before the DECL set.)

SECTION VII. SPECIAL SETS

2-25 INITIAL SETS

All messages begin with INITIAL SETS. These sets are:

EXER (Exercise Name)

OPER (Operation Name)

MSGID (Message Identification - gives the title of the message)

REF (Allows you to reference other messages or documents)

Use set EXER for exercise messages. Use set OPER for messages in actual operations. (You cannot use both EXER and OPER in the same message.) If there is no exercise or operation, do not use either; start your message with the MSGID set.

The Initial Sets are linear sets. The rules for writing them are the same as for other linear sets. (See Section IV of this Chapter.) Annex 1 to Chapter 3 gives detailed instructions for writing the Initial Sets.

2-26 STANDARD AIR REQUEST/TASKING SETS (SARTS)

Several Air Operations messages use the SARTS. Most of the SARTS are columnar sets. The rules for writing them are the same as for writing other columnar sets (see Section V of this chapter). Annex 2 to Chapter 3 gives detailed instructions for writing the SARTS. The Chapter 3 annex for each message that uses the SARTS will:

- Tell you where to use the SARTS in that message.

- Refer you back to Annex 2 for detailed instructions.

2-27 HEADING SETS

Sometimes sets are grouped under headings. This divides the message into several parts (like chapters in a book). Each part is about one major subject of the message. Figure 2-27 shows an example of this. The heading itself is just a special use of a linear set. The set name is HEADING and it has one field (the title or subject of the heading). The Chapter 3 directions show you where headings go. They also tell you the heading title and what sets belong to each heading. These are the steps for writing heading sets:

- Write HEADING at the left margin.
- Put in a field marker (/) and then write in the heading title shown in the Chapter 3 directions.
- Put an end of set marker (//) right after the heading title.
- Drop down to the next line and begin the first set that belongs to the heading.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION					BOOK	MESSAGE HANDLING INSTRUCTIONS
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT		
	DATE TIME	MONTH	YR	ACT	INFO							
OF												

```
HEADING/ENEMY SIGHTING//
SIZE/REGT//
ACTY/DIG IN//
LOC/LAUREL CANYON//
UNIT/45TH MRR//
TIME/1630Z//
EQUIP/PROTECTIVE MASKS//
```

Figure 2-27. HEADING SETS

SECTION VIII. VOICE MESSAGES

2-28 VOICE MESSAGE PROCEDURES.

Sometimes you will send JINTACCS messages by voice. When you do this the rules are less strict than for teletype. It is up to the receiver to put the message in "teletype form" if he wants to process it in a computer. Send only needed information. Figure 2-28.1 shows a blank form to help you send (or receive) a COMSPOT message (Communications Spot Report) by voice. Use the following rules:

- ENTRIES. Fill in the blanks with the information called for. You do not need to use the exact authorized entry codes like you do for teletype messages. Use regular words when this is easier. Figure 2-28.2 shows a sample form filled in.

- LINE NUMBERS. Each line in the main body of the message has a line number. They can help you transmit the message faster. For each line you have a choice. You can transmit:

  - The preprinted line name

    _or_

  - The line number

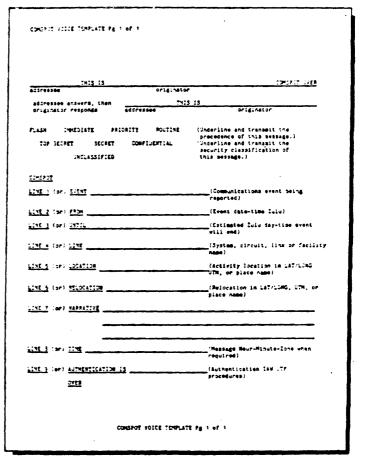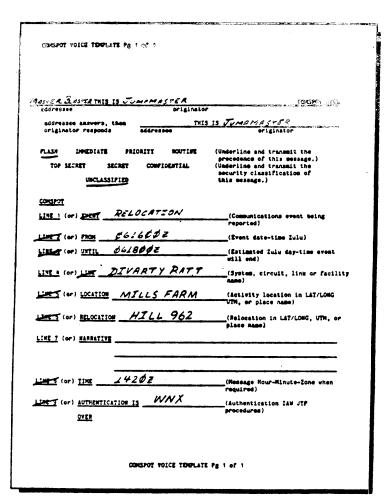   _or_

  - Both (if transmission quality is poor).

Figure 2-28.1. VOICE MESSAGE FORM

In Figure 2-28.2 notice that the line number "1" is underlined and the preprinted line name "EVENT" is crossed out. This is how you tell the radio operator to transmit only the line number.

Figure 2-28.2. FILLED IN VOICE FORM

The form contains:

MASTER BLASTER THIS IS JUMPMASTER
addressee   originator

addressee answers, then   THIS IS JUMPMASTER
originator responds   addressee   originator

FLASH   IMMEDIATE   PRIORITY   ROUTINE   (Underline and transmit the
                                              precedence of this message.)
TOP SECRET   SECRET   CONFIDENTIAL   (Underline and transmit the
                                              security classification of
         UNCLASSIFIED   this message.)

COMSPOT
LINE 1 (or) EVENT   RELOCATION   (Communications event being
                                              reported)
LINE 2 (or) FROM   061600Z   (Event date-time Zulu)
LINE 3 (or) UNTIL   061800Z   (Estimated Zulu day-time event
                                              will end)
LINE 4 (or) LINK   DIVARTY RATT   (System, circuit, link or facility
                                              name)
LINE 5 (or) LOCATION MILLS FARM   (Activity location in LAT/LONG
                                              UTM, or place name)
LINE 6 (or) RELOCATION HILL 962   (Relocation in LAT/LONG, UTM, or
                                              place name)
LINE 7 (or) NARRATIVE _____

_____
_____

LINE 8 (or) TIME   1420Z   (Message Hour-Minute-Zone when
                                              required)
LINE 9 (or) AUTHENTICATION IS WNX   (Authentication IAW JTF
                                              procedures)
       OVER

COMSPOT VOICE TEMPLATE Pg 1 of 1

● WHAT TO TRANSMIT. Transmit everything that is underlined on the form. (When the blanks are filled in).

● BREVITY. Remember, when you are sending a voice message you are talking to another person, not a computer. Send the message the briefest way possible. Use the most understandable terms.

● EXAMPLE. This is how the message in Figure 2-28.2 would sound when sent from the XXXII Airborne Corps (call sign JUMPMASTER) to the 92D Airborne Division (call sign MASTER BLASTER):

> MASTER BLASTER THIS IS JUMPMASTER COMSPOT OVER
> (THIS IS MASTER BLASTER SEND YOUR COMSPOT)
> THIS IS JUMPMASTER
> FLASH UNCLASSIFIED COMSPOT
> LINE ONE RELOCATION
> FROM ZERO SIX ONE SIX HUNDRED ZULU
> UNTIL ZERO SIX ONE EIGHT HUNDRED ZULU
> LINE FOUR DIVARTY RATT
> LOCATION MILLS FARM
> RELOCATION HILL NINER SIX TWO
> TIME ONE FOUR TWO ZERO ZULU
> AUTHENTICATION IS WHISKEY NOVEMBER XRAY
> OVER

2-29 FREE TEXT IN VOICE MESSAGES

Most voice message forms have lines set aside at the end for free text type information. You can also include free text type information as part of the line it applies to.

2-30 REPEATABILITY IN VOICE MESSAGES

Some lines in voice messages are repeatable (just like repeatable fields and sets in teletype messages). The directions on the voice message forms will tell you which ones. Be careful. A set or field that is repeatable in a teletype message may not be repeatable in the voice message. Follow the directions on the voice message form.

2-31 VOICE MESSAGE DIRECTIONS

The directions for voice messages are printed on the voice message forms. The Chapter 3 annex for each message includes a sample filled in voice form. These samples are keyed to the instructions for the teletype message. This can help you when you need more information than is on the voice form itself. A complete set of voice forms appears in Appendix D of this handbook.

SECTION IX. FORMATTING RULES QUICK REFERENCE LIST

2-32 GENERAL.

- No more than 69 characters per line.
- You can use these characters:
    - All letters
    - All numbers
    - Blank spaces
    - . , : ( ) ? - /
- The slant character (/) is a field marker. Do not use it for anything else in linear or columnar sets.
- Two slant characters in a row (//) is the end of set marker. Do not use it for anything else. Put the end of set marker right after the last entry in every set. Don't split it between lines.
- Don't split a field between lines.
- Use only the number and type of characters allowed for each field (EXCEPTION -whenever you use a no data sign (-) only use one character).

2-33 SETS TO INCLUDE
When you write a message you must include:

- All mandatory sets.
- Conditional sets if the condition is met.
- Optional sets if you have information for them.

2-34 FIELDS TO FILL IN
Once you decide to use a set you must fill in:

- All mandatory fields.
- All conditional fields if the condition is met .
- Optional fields if you have information for them.
- All remaining conditional and optional fields if you fill in another field further down the line.

2-35 NO DATA SIGN

- The no data sign is a hyphen (-).
- Use a no data sign when you must fill in a field, but you don't have the information. EXCEPTION - If the abbreviation UNK is allowed for a field you must use UNK instead.
- When you use a no data sign in a linear set do not write in the field name and colon. Just put in the field marker and no data sign (/-/).
- When you use a no data sign in a columnar set justify it right or left just like the other data for the column.

2-36 REPEATABILITY

- The repetitions of a repeatable field must come one right after another.
- The repetitions of a repeatable group of fields must come one right after another. Each repetition must include all fields of the group in their original order.
- The repetitions of a repeatable set must come one right after another.
- The repetitions of a repeatable segment must come one right after another. Each repetition must have the sets in their original order. You don't have to include all the sets, but you must include the mandatory sets.

2-37 COLUMNAR SETS

When you write a columnar set:

- Always include all the column headers.
- Put a field marker in front of each column header.
- Put column headers in the spaces shown in the chapter 3 instructions.
- Make sure the field markers in the information lines line up under the field markers in the header line.
- Justify entries left or right as shown in Chapter 3 directions and examples.
- You can relate entries in two or more sets by:
  - Using the DE column.
  - Using common information (such as mission number).
  - Using a free text set.

2-38 FREE TEXT SETS

You can put in a free text set (except GENTEXT and RMKS) any place you need to. (Except in the middle of another set or after the DECL set.)

- Amplification (AMPN) - Talks about one other set and goes right after it.
- Narrative (NARR) - Talks about two or more sets and goes right after the last set it talks about.
- Remarks (RMKS) - Talks about the whole message and goes at the end of the message right before the DECL set.
- General Text (GENTEXT) - Use GENTEXT sets only where chapter 3 instructions allow them.
- Free text sets are not repeatable.

You can use free text sets to add details; include information that doesn't fit in other sets; give classification/releasability for different parts of the message; highlight perishable information or information that needs immediate command attention.

Examples:

NARR/ONLY SETS COMEV AND LOCN CONTAIN CONFIDENTIAL INFORMATION. COMEV INFOR-MATION ONLY MAY BE PASSED TO BELGIAN FORCES//

RMKS/THE HURRICANE IS MOVING RAPIDLY TOWARDS CTF 77.3 FORCES. RECOMMEND COMUSFOR INITIATE STORM AVOIDANCE PROCEDURES//